

Organizational Articles of the Snowmobile Recreation Council

Section 1 General

These policies and procedures are intended to guide the operation and organization of the Snowmobile Recreation Council. It is published for the guidance of individual Council members, for the guidance of Department staff and for public information.

Section 2 Definitions

- Council: The Wisconsin Snowmobile Recreation Council
- Council Member: A Person appointed to the Council by the Governor and confirmed by the Wisconsin Senate
- Department: Wisconsin Department of Natural Resources
- Chair: A Council Member elected by a majority vote of the Council as the Chair for the Council
- Vice-Chair: A Council Member elected by a majority vote of the Council as the Vice-Chair for the Council
- Committee: An advisory body established by the Council, its membership and responsibilities to be defined when established

Section 3 Authority and Responsibilities

State statutes specify the Council's authority and responsibilities in sections 350.14 and .145, Wis. Stats. The purpose of these policies is to provide for an operational supplement for the Council.

Section 4 Organization

The Council consists of 15 members, nominated by the Governor with the advice and consent of the Senate, appointed for staggered 3-year terms. At least 5 members of the Council shall be from the territory north, and at least 5 members shall be from the territory south, of a line running east and west through the south limits of the City of Stevens Point (s. 15.347(7), Wis. Stats.)

A. Officers

The Council will have a chairperson and a vice-chairperson elected by the Council annually at its 1st meeting of the fiscal year. Both the chair and vice – chair may be re-elected for successive terms.

B. Voting Rights

Each Council Member shall have one (1) vote.

C. Location

The principal office of the Council shall be located in Madison in the central office of the Department.

D. Committees and Related groups

The Council may establish committees whose membership will be composed of Council Members. Membership of committees should reflect the make-up of the Council. Committees shall be responsible for those duties that the Council designates. There are 4 committees of the Council with their responsibilities described below:

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1. Committees

- a. Finance Committee – reviews agenda items relating to snowmobile program fiscal issues
- b. Infrastructure Committee – reviews agenda items relating to issues involved with program components dealing with physical structures, rate setting and equipment used for maintaining trails
- c. Law Enforcement Committee – reviews agenda items relating to issues involved in snowmobile safety education and snowmobile law enforcement
- d. Tourism Committee – reviews agenda items involved with the promotion of snowmobiling as a vital part of Wisconsin's winter tourism economy

In addition, any committee may review other matters as assigned by the chair or the Council as a whole.

The Chair and Vice-Chair are considered members of every Council committee.

2. Special or ad hoc committees – these special or ad hoc committees may be appointed by the chairperson for the study of specific problems or issues. Membership may consist of Council Members, Department staff, citizens at large and other members as appropriate. Each special or ad hoc committee shall be advisory to the Council and responsible for those duties that the Council designates. After the submission of reports required, these committees are terminated unless re-appointed.

3. Committee appointments – all committees and their chairpersons will be appointed by the chairperson of the Council in consultation with the Vice Chair after the first meeting of the fiscal year and prior to the second meeting of the fiscal year to serve a term of one year. A member term will end after the first meeting of the next year or until a successor is appointed. The Council may terminate any committee by a majority vote.

4. Committee reports

- a. The committees will report at each regular meeting of the Council on their activities including recommendations for Council action on agenda items arising from or assigned to the committee.
- b. Special or ad hoc committees will report at regular or at the request of the Chair of the Council.

Section 5 Meetings

A. Time and Place

1. The time and place of any Council meeting will be established by the chairperson of the Council in consultation with the Vice Chair and Department liaison staff. The time of the meeting will allow for time necessary to assure adequate public notice of the meeting.

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2. Special meetings of the Council may be called by the Governor, by the Chair in consultation with the Vice-Chair or upon the request of at least five (5) Council members.
3. Regular meetings of the Council may be held at various geographical locations throughout the state.
4. Special meetings shall be held at such time and place as set out in the call of the meeting.
5. Meetings shall be held in places that are accessible to individuals with disabilities.
6. The time and place of any committee meeting will be established by the chair of the committee in consultation with the committee membership. The time of the meeting will allow for time necessary to assure adequate public notice of the meeting, including the meeting agenda.
7. Council members may participate in Council and committee meetings by means of a conference telephone system.

B. Agenda

1. The agenda of matters to be considered by the Council will be prepared by the Department liaison staff in consultation with the Chair. The agenda will be in the following format and forwarded to Council members with appropriate supporting materials at least 5 days before the scheduled meeting, except for emergencies.
 - a. Organizational matters
 - 1) Calling the role
 - 2) Acceptance of minutes of previous meeting
 - b. Comments of Council chairperson and vice chairperson
 - c. Citizen participation and recognition
 - d. Report of the Council's representative on state trails council and the Department
 - e. Reports of the standing committees
 - f. Report of ad hoc committees, if any
 - g. Action on recommendations arising from committee reports
 - h. Discussion/action on major topical areas
 - i. Council member items
 - j. Adjournment

Council members may request an item arising from council member items be added to a specific future meeting, but no action on a Council member item may take place at the meeting at which it was raised for consideration.

2. Changes to the published agenda/ open meeting laws, sections 19.81-98, Wis. Stats.
 - a. Matters concerning the Council's responsibilities or operations specified in Wisconsin Statutes that arise after the publication of the agenda may be added to the agenda and publicly noticed no less than 24 hours before the scheduled meeting Council meeting, if the Council chairperson determines that the matter is urgent.

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3. Rules for Conduct of Meetings

- a. A quorum for the conduct of business at any meeting shall be a majority of the active Council or committee members. Active for this purpose means that a Council member has not tendered his or her resignation
- b. All meeting of the Council and its committees will be conducted according to Robert's Rules of Order, Newly Revised (10th Edition), except where modified by these operational articles.
- c. In the absence of the Chair, the Vice-Chair shall be the presiding officer.
- d. The Chair shall appoint a parliamentarian
- e. Only Council Members present at a meeting or participating via telephone may vote. However, by unanimous consent of the Council Members present, the vote of a Council Member submitted prior to the meeting or, in the event the Council Member can only attend part of the meeting prior to the actual vote, may be accepted.

4. Minutes

Department liaison staff shall cause to be kept a summary of all meetings of the Council or Council committees. A copy of the minutes shall be sent to all members as soon as practicable after each meeting of the Council or committee. The minutes for each meeting shall be submitted for approval at the next meeting of the Council. The approved minutes shall be filed in the Department of Natural Resources central office.

Section 6 Amendments to the Articles

These Organizational Articles may be amended at any general or special meeting of the Council by vote of two-thirds (2/3) of the Council Members present and voting, provided proposed amendments to the Articles are set out in the call for the meeting.

Statutory Authorities and Responsibilities of the Snowmobile Recreation Council

350.14 Duties of snowmobile recreational council. (1) The snowmobile recreational council shall carry out studies and make recommendations to the legislature, governor, department of natural resources and department of transportation on all matters related to this chapter or otherwise affecting snowmobiles and snowmobiling.

(2) The department shall prepare written minutes of each meeting of the snowmobile recreational council and shall make them available to any interested party upon request.

350.145 Recommendations of the snowmobile recreational council. (1) PROCEDURE REQUIRED. To assist the snowmobile recreational council in performing its duty to make recommendations under s. 350.14 (1), the department and the snowmobile recreational council shall follow the procedures under sub. (2).

(2) RECOMMENDATIONS FOR RULES. (a) The department shall distribute any rule that it is proposing and that affects snowmobiles or snowmobiling to each member of the snowmobile recreational council for his or her review and comment at least 20 days before the notice stating that the proposed rule is in final draft form is submitted to the legislature in the manner provided under s. 227.19 (2). A member of the snowmobile recreational council may submit his or her written comments on the proposed rule to the department.

(b) The department shall include in the report required under s. 227.19 (3) the written comments that it receives under par. (a).

(3) RECOMMENDATIONS FOR EXECUTIVE BUDGET BILL. (a) 1. Before June 30 of each even-numbered year, the department shall consult with the snowmobile recreational council on the proposed changes for the succeeding biennium in the appropriations and laws that affect snowmobiles and snowmobiling.

2. A member of the snowmobile recreational council may submit before August 1 of the even-numbered year his or her written comments on the proposed changes specified in subd. 1. to the secretary of natural resources.

(b) The secretary of natural resources shall submit any written comments that the secretary receives under par. (a) 2. to the natural resources board and to the secretary of administration with the department's submission of its budget report under s. 16.42.

(c) Before March 1 of each odd-numbered year, the snowmobile recreational council shall meet and review the provisions that are included in the executive bill or bills and that affect snowmobiles and snowmobiling. A member of the snowmobile recreational council may submit his or her written comments on these provisions to the secretary of natural resources before March 10 of each odd-numbered year.

(d) The secretary shall submit the written comments that he or she receives under par. (a) 2. or (c) before March 10 of the odd-numbered year to the co-chairpersons of the joint committee on finance before March 15 of that odd-numbered year.